

RICHLAND COUNTY CHILDREN SERVICES

POSITION DESCRIPTION

POSITION: **Human Resources Assistant**  
STATUS: FULL-TIME  
DEPARTMENT: Human Resources  
IMMEDIATE SUPERVISOR: Director of Human Resources/Legal Counsel  
  
CAREER LADDER OPPORTUNITY: none

**QUALIFICATIONS:**

A Bachelor's degree is preferred. Two years of human resources and employees R elations experience is preferred. Must be proficient in the use of various computer software. PHR is desirable. Valid Ohio driving license and insurability

OR

(A combination of extensive related education or experience may be considered).

*\*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **General knowledge of:**

Human resource and employee relations policies and programs  
laws, regulations, policies and practices governing Children Services personnel  
training and development methods  
Payroll/accounting practices and procedures  
Wage, salary and benefit programs

### **Skills**

Written and verbal communication  
Use of a PC for word-processing and other applications

### **Ability to:**

Develop and maintain trust and confidence within all levels of the Agency  
Address complex problems, exercise sound judgment and draw valid conclusions  
Maintain information in a confidential manner  
Deal with varied situations and diverse professions  
Establish and maintain a positive working relationship within all levels of the agency  
Manage change and complex human resource issues

## **DUTIES:**

Under general direction of the Director of Human Resources/Legal Counsel, responsible for assigned Human Resource functions. Provide technical assistance, analysis, and direction to the components in personnel matters.

- Updates Children Services policies and procedures.
- Develops and maintains relevant database for Human Resource functions; i.e., personnel information, application tracking, performance appraisal reporting, certifications, driver eligibility, individual employee trainings, etc.
- Develop, process, and maintain personnel files including but not limited to: new hire personnel, updating current files, and processing terminated employees.
- Process and maintain employment applications ( i.e. copying, distributing, tracking, filing, entering data for Affirmative Action report, etc.)
- Process and maintain information for county payroll and Department of Administration Services including but not limited to: submitting new hire forms, updated wage information, status changes, terminations, etc.
- Monitor employee certification/registration and trainings by ensuring that documentation is received in a timely manner and that appropriate records are recorded and placed in the personnel and training files
- Prepare and distribute internal/external position postings
- Process verifications of employment (verbal and written)
- Coordinate, schedules and participate in the new employee orientation process.
- Tracks and processes vacation carryover requests

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- Communicates with Agency employees regarding policy and benefit issues
- Participate at job fairs throughout various counties
- Assist with employee functions and events.
- **Other job duties as assigned**

**SUPERVISORY DUTIES:** None

**PERSONAL CONTACTS:** Extensive contact with staff at all levels and from all components. Contact with local officials within the community and the general public.

**Hours - 8- 4:30 pm - additional hours and weekends as needed**